

Proposed / Accepted Data Submission changes for FY 2006

Updates listed in red.

updated 11/17/2004

Event Data Set

Fields to be removed from Error and Completeness consideration

NSF Field ID CA0-29.
No equivalent HIPAA field

Claim ID Number
This field is no longer required.

NSF Field ID DA0-05
No equivalent HIPAA field

Source of Pay 2 and Source of Pay 3
This field is no longer required.
Note: DA0-05 (SBR09) for Source of Pay 1 is still required.

NSF Field ID DA0-28
HIPAA Field ID SBR05

Medicaid ID Number
This field is no longer required.

NSF Field ID EA0-26
HIPAA Field ID DTP03

Admission Date
This field is no longer required.

11/17/2004 update:

The department requested that the following fields remain. They state that the fields are needed and will be used.

NFS Field ID DA0-06
HIPAA Field ID NTE02, columns 2-3 (NOT SBR02 until a valid cross-reference has been established)

Insurance Type

NSF Field ID FA0-09
HIPAA Field ID SV101

HCPCS Procedure Code

Client Data Set

Fields to be removed from Error and Completeness consideration:

Field #8. Initial Contact Date
This field is no longer required.

11/17/2004 update:

The JCIC meeting of 11/17/2004 approved the additional Client fields and the new Human Resources format. I have added the positions (From To) of the additional Client fields to the format and expanded some of the descriptions. The one minor objection to the new Human Resources format was the name of the 'Credential' fields. We will conduct a survey to try and find a better name for the field.

Proposed New Fields:

PNF1. State Guardianship

Length	Format	From	To	Fatal
1	#	220	220	No

Description: Indicates if Client is a State Guardianship Client

Valid Codes: 0 No
1 Yes
6 Not Applicable
7 Unknown
8 Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '8' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF2. Primary Language Used by Client

Length Format From To Fatal
3 XXX 221 223 No

Description: Indicates the primary language used by the Client

Valid Codes: xxx Any valid ISO 639 3-character language code. See "Language Codes" report in the REPORTS drop down box at http://mhmr.ky.gov/CMHC/cmhc_data_guide.asp. The first page of the report lists the 46 most common languages used in Kentucky. The remaining pages list the rest of the over 400 languages listed. If you cannot find the applicable language in the report, contact RDMC.

Examples:

ENG American / English
ASL American Sign Language
SPA Spanish
996 Not Applicable
997 Unknown
998 Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '998' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF3. Ability to Understand English

Length Format From To Fatal
1 # 224 224 No

Description: Indicates the interviewer's assessment of how well the Client is able to understand English. If the Client's primary language is English (American), use code '6' in this field.

Valid Codes: 0 Not at all
1 Not well / Poorly
2 Well (average for age)
3 Very well (above average for age)

6 Not applicable because English is primarily language
 7 Unknown
 8 Not collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '8' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF4. Date of Client Field Review

Length Format From To Fatal
 8 yyymmdd 225 232 No

Description: Indicates the date when **all** applicable client fields were last reviewed and updated.

Valid Codes: Any valid date in YYYYMMDD format
 99999996 Not Applicable
 99999997 Unknown
 99999998 Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '99999998' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake when the Client is loaded as a Status 1 client. **All active clients** must be reviewed annually. Individual fields should be updated whenever there is an indication that the status of that field has changed, **but would not mandate a change to this date UNLESS all demographic fields were reviewed at the time of the update.**

PNF5. Head Injury

Length Format From To Fatal
 1 # 233 233 No

Description: Indicates the Client's answer to the question: "Have you ever had a head injury that resulted in being knocked out or kept in the hospital for at least one night?"

Valid Codes: 0 No
 1 Yes
 6 Not Applicable
 7 Unknown
 8 Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '8' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF6. Head Injury - Frequency

Length	Format	From	To	Fatal
2	##	234	235	No

Description: Indicates the Client's answer to the question: "How many times have you had a head injury that resulted in being knocked out or kept in the hospital for at least one night?"

Valid Codes: 00 None
01-94 Number of times
95 95 times or more or can't remember how many times
96 Not Applicable because never had a head injury
97 Unknown
98 Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '98' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF7. Head Injury - Medical

Length	Format	From	To	Fatal
1	#	236	236	No

Description: Indicates the Client's answer to the question: "Have you ever had a medical crisis that resulted in a brain injury?" Examples would include having a stroke, overdosing on a drug, or not getting oxygen for several minutes.

Valid Codes: 0 No
1 Yes
6 Not Applicable
7 Unknown
8 Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '8' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF8. Race - American Indian / Alaskan Native

Length	Format	From	To	Fatal
1	#	237	237	No

Description: Indicates the Client's race. Clients claiming multi-racial ancestry would indicate 'Yes' in more than one of the Race fields. Clients claiming a race other than the five listed would indicate 'No' in ALL five Race fields. Clients refusing to provide this information would indicate 'Not Collected' in all five Race fields.

Valid Codes:

0	No
1	Yes
6	Not Applicable
7	Unknown
8	Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '8' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF9. Race - Asian (including Japanese-Americans)

Length	Format	From	To	Fatal
1	#	238	238	No

Description: Indicates the Client's race. Clients claiming multi-racial ancestry would indicate 'Yes' in more than one of the Race fields. Clients claiming a race other than the five listed would indicate 'No' in ALL five Race fields. Clients refusing to provide this information would indicate 'Not Collected' in all five Race fields.

Valid Codes:

0	No
1	Yes
6	Not Applicable
7	Unknown
8	Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '8' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF10. Race - Black / African American

Length	Format	From	To	Fatal
1	#	239	239	No

Description: Indicates the Client's race. Clients claiming multi-racial ancestry would indicate 'Yes' in more than one of the Race fields. Clients claiming a race other than the five listed would indicate 'No' in ALL five Race fields. Clients refusing to provide this information would indicate 'Not Collected' in all five Race fields.

Valid Codes:

0	No
1	Yes
6	Not Applicable
7	Unknown

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '8' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF11. Race - Native Hawaiian / Pacific Islander

Length	Format	From	To	Fatal
1	#	240	240	No

Description: Indicates the Client's race. Clients claiming multi-racial ancestry would indicate 'Yes' in more than one of the Race fields. Clients claiming a race other than the five listed would indicate 'No' in ALL five Race fields. Clients refusing to provide this information would indicate 'Not Collected' in all five Race fields.

Valid Codes:

0	No
1	Yes
6	Not Applicable
7	Unknown
8	Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '8' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

PNF12. Race - White / Caucasian

Length	Format	From	To	Fatal
1	#	241	241	No

Description: Indicates the Client's race. Clients claiming multi-racial ancestry would indicate 'Yes' in more than one of the Race fields. Clients claiming a race other than the five listed would indicate 'No' in ALL five Race fields. Clients refusing to provide this information would indicate 'Not Collected' in all five Race fields.

Valid Codes:

0	No
1	Yes
6	Not Applicable
7	Unknown
8	Not Collected

	Error Condition(s)	Error Action
General Error (Possible Error)	Invalid Code	Error reported, field set to '8' in Database
Completeness	Field = 8 in submission and Client Status Code = 1	Counted against Completeness Standard

NOTE: General errors will be considered Possible errors and Completeness will not be considered during the first year

Update Frequency: At the time of intake. Must be reviewed annually and whenever there is an indication that the status has changed.

11/17/2004 update:

One minor objection to the new Human Resources format was the name of the 'Credential' fields. We will conduct a survey to try and find a better name for the field.

Human Resources Data Set

A totally new format for the data submission is being proposed.

Proposed new HR format / layout

Field Name	Type	Size	Location	Note / comments
Region_Number	Alpha/numeric	2	1-2	from input file
Staff_Identifier	Alpha/numeric	15	3-17	unique within region
System_Reporting_Date	Date	8	18-25	from input file (yyyymmdd)
Employment_Date	Date	8	26-33	yyyymmdd
Separation_Date	Date	8	34-41	yyyymmdd
Highest_Degree	Alpha/numeric	1	43	highest, most relevant education level
Employment_Status	Alpha/numeric	1	44	at the time of submission
Language1	Alpha/numeric	3	45-47	use ISO 639 codes
Language2	Alpha/numeric	3	48-50	use ISO 639 codes
Language3	Alpha/numeric	3	51-53	use ISO 639 codes
Language4	Alpha/numeric	3	54-56	use ISO 639 codes
Language5	Alpha/numeric	3	57-59	use ISO 639 codes
Credential01	Alpha/numeric	10	60-69	use Health Care Provider Taxonomy codes
Credential02	Alpha/numeric	10	70-79	use Health Care Provider Taxonomy codes
Credential03	Alpha/numeric	10	80-89	use Health Care Provider Taxonomy codes
Credential04	Alpha/numeric	10	90-99	use Health Care Provider Taxonomy codes
Credential05	Alpha/numeric	10	100-109	use Health Care Provider Taxonomy codes
Credential06	Alpha/numeric	10	110-119	use Health Care Provider Taxonomy codes
Credential07	Alpha/numeric	10	120-129	use Health Care Provider Taxonomy codes
Credential08	Alpha/numeric	10	130-139	use Health Care Provider Taxonomy codes
Credential09	Alpha/numeric	10	140-149	use Health Care Provider Taxonomy codes
Credential10	Alpha/numeric	10	150-159	use Health Care Provider Taxonomy codes

~~The number of Languages and the number of Credentials is not finalized, but it appears that 10 is the maximum that any region would need.~~

Start retaining HR tables in a stacked, historical method, similar to the CMHC_Clients_yyyy table. This will provide us with Employment history. We will continue NOT to require this table be submitted each month, but would request (require?) that the most complete, current data be submitted at the beginning of each fiscal year.

~~How many Languages should we track for a single staff member ?~~

~~How many Credentials should we track for a single staff member?~~

~~- 9/23/04, 3 to 5 is current number of Credentials for any single staff member, with 10 being the most ever expected for a single staff member.~~

Should we **use the Taxonomy Codes** for the Credentials or should we develop one of our own ?

~~- 9/10/04 - a listing of codes is on order and a report will be available as soon as it has been received.~~

~~- 9/21/04 - codes were ordered; as soon as they are received and converted to SQL format, a report will be developed and placed on the web for review.~~

- 10/8/04 - Listings of codes are available on the Data Set Implementation Guide for 2005 web page (http://mhmr.ky.gov/CMHC/cmhc_data_guide.asp), in the drop down box for reports.

Does SA need the Employment Status field to indicate if the staff member is full-time, part-time, contract, volunteer, etc.? Yes

11/17/2004 update:

All staff members who have direct contact with clients must be included in this data set. The Event field "Rendering Professional ID" field (FA0-23 / NTE02, columns 19-35) will be cross-referenced to this data set and a General Error will occur when no match is found. All other staff members may be included at the Center's choice.

1. Region Number

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
2	##	1	2	Yes

Description: 2-digit Region ID; should match the region number as specified in name of submission file (RRmmyyhr.dat)

Valid Codes: The region number assigned to the submitting region.

Error Action Fatal, Record Rejected

2. Staff/record Identifier

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
15	# - #	3	17	Yes

Description Staff ID number (15 characters) assigned by CMHC.

Valid Codes Up to 15 AlphaNumeric ID assigned by the center. May not be all blanks nor all zeroes.

Error Fatal, Record Rejected

3. System Reporting Date

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
8	YYYYMMDD	18	25	No

Description Date to which the data relates. Month and Year should match the date as specified in the name of the submission file (rrMMYYhr.dat)

Valid Codes Date in the format YYYYMMDD. Must be prior to or the same as the current date.

Error General error reported, field set to null in database.

4. Employment Date

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
8	YYYYMMDD	26	33	No

Description Date when current employment or affiliation began with the reporting organization: YYYYMMDD.

Valid Codes	Date in the format YYYYMMDD. Month / Year must be prior to or the same as the System Reporting Date and after the Date of Birth.
Error	If invalid, general error reported, field set to null in database If date is prior to 1960, possible error reported

5. Separation Date

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
6	YYYYMMDD	34	41	No

Description	If applicable, the date on the relationship/affiliation between the individual and the organization terminated. If the employee is still currently working for the organization, either leave this field blank or set equal to '00000000'.
Valid Codes	Date in the format YYYYMMDD. Month / Year must be prior to or the same as the System Reporting Date and after the Date of Employment.
Error	General error reported, field set to null in database.

6. Highest Degree/education as of date of report

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
1	#	43	43	No

Description	Choose one of the following:
Valid Codes	1 Less than high school diploma or GED 2 High school diploma or GED 3 Some education beyond high school but no degree 4 Associate degree 5 Bachelor's degree 6 Master's degree 7 Doctorate (e.g. M.D., Ph.D., Sc.D., J.D., Ed.D., D.O.) 8 Unknown / Not collected
Error	General error reported, field set to 8 in database.

7. Employment (affiliation) Status with the organization

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
1	#	44	44	No

Description	Choose one of the following:
Valid Codes	1 Salaried payroll employee - Full time (35 hours per week or more) 2 Salaried payroll employee - Part time (34 hours or less per week) 3 Paid under contractual arrangement 4 Student, trainee, resident, intern 5 Volunteer 8 Unknown / Not collected
Error	General error reported, field set to 8 in database.

8. Language-1

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	###	45	47	No

Description Choose 3-digit code from ISO-639 table. (See Language codes listing under Reports drop-down box on Data Implementation Guide web page)
Include the language of which the staff member has sufficient knowledge so as to be able to act as interpreter for a client who cannot be understood in English. Up to 5 languages may be listed. If a staff member is capable of translating more than 5 languages, contact RDMC.

Valid Codes 3-digit code from table; Do NOT include English / American;

Error General error reported, field set to blanks in database.

9. Language-2

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	###	48	50	No

Description See field #8

10. Language-3

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	###	51	53	No

Description See field #8

11. Language-4

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	###	54	56	No

Description See field #8

12. Language-5

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
3	###	57	59	No

Description See field #8

13. Credential-01

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	#-10-#	60	69	No

Description	Choose 10-digit code from Health Care Provider Taxonomy codes table. (See the listing under the Reports drop-down box on Data Implementation Guide web page). Include all applicable credentials, licenses, certificates, jobs, tasks, job classifications, specialties, occupations, vocations, professions, etc which apply to the staff member. Up to 10 credentials may be listed. If a single staff member has more than 10 credentials, contact RDMC.
Valid Codes	10-digit code from table
Error	General error reported, field set to blanks in database.

14. Credential-02

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	#-10-#	70	79	No

Description See field # 13

15. Credential-03

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	#-10-#	80	89	No

Description See field # 13

16. Credential-04

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	#-10-#	90	99	No

Description See field # 13

17. Credential-05

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	#-10-#	100	109	No

Description See field # 13

18. Credential-06

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	#-10-#	110	119	No

Description See field # 13

19. Credential-07

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
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10	#-10-#	120	129	No
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Description	See field # 13
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20. Credential-08

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	#-10-#	130	139	No

Description	See field # 13
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21. Credential-09

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	#-10-#	140	149	No

Description	See field # 13
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22. Credential-10

<u>Length</u>	<u>Format</u>	<u>From</u>	<u>To</u>	<u>Fatal</u>
10	#-10-#	150	159	No

Description	See field # 13
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